

eDocket Reference Guide

Version 2 October, 2014

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eDocket Reference Guide

INTRODUCTION

Overview


The Arizona Corporation Commission (ACC) welcomes you to the Electronic Docket Management System (eDocket), an electronic docket information management system accessible to the general public on the internet pertaining to ACC cases and rule-making proceedings known as cases or dockets. The following information is provided to explain the procedures for searching and viewing the available data. For information about the purpose of eDocket or how to submit filings, please refer to the “FAQ” section in the application itself.

eDocket Home Screen and Navigation

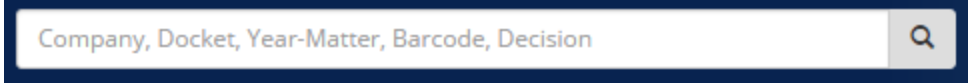
eDocket has a home screen which provides access to four functions in the application: search of dockets, calendar of events, running of reports, and frequently asked question information. The application always has a menu at the top of the screen that can be used for navigation. Subscription to RSS feeds is available.

Main Menu

On a computer or tablet, that main menu will look like:



1. If you select the ACC seal you will go to www.azcc.gov, our main website.
2. If you select “eDocket” you will go to the home page in our application.
3. If you select “Search” you will go to the Search page.
4. If you select “Calendar” you will go to the Event calendar page.
5. If you select “Reports” you will go to the Reports page.
6. If you select “FAQ” you will go to the Frequently Asked Questions page.
7. There is a search bar to allow a quick search of a Company, Docket #, Year-Matter, Barcode, or Decision #. Type directly into the bar and press the Enter key or “Done” if you are using a phone.



On a smart phone, that main menu will change to a hamburger menu:









Q

- 



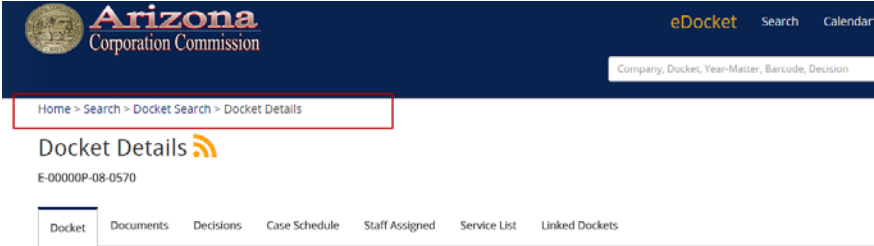
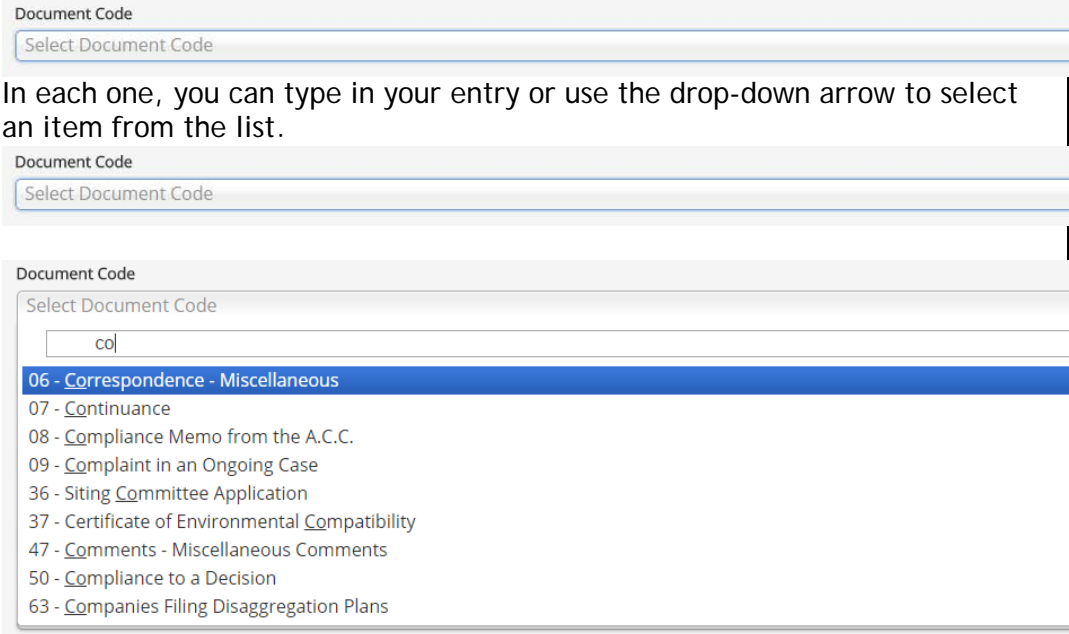
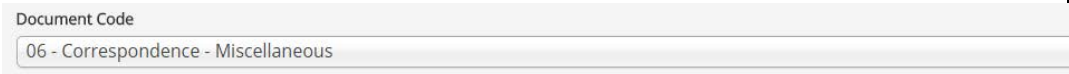
Home Screen

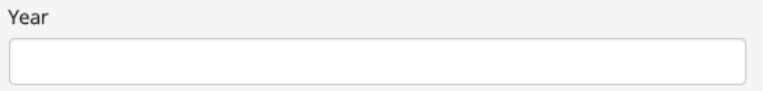

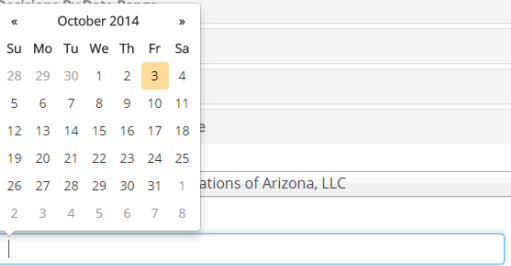


<p>Search- Select this to start searching.</p> <div data-bbox="191 1293 498 1575"> <div>Search</div>  <p>Search dockets and view and print filed documents in open and closed cases.</p> </div>	<p>Allows the search of eDocket cases by three types of searches: Docket, Document, and Event search.</p> <p>Searches are restricted to 500 records. Narrow the search criteria as needed.</p> <p>Once you find a docket, you will be able to either view the details, or subscribe to an RSS feed to get updates for that docket.</p>
<p>Calendar- Select this to view calendar events.</p>	<p>Allows you to see all the events scheduled at the ACC against dockets each day. There are three main categories: Hearings scheduled, Open Meetings, and Due Dates for specific required filings on a docket case.</p>

<div data-bbox="191 197 496 474"> <div>Calendar</div>  <p>Find and view ACC Calendar events.</p> </div>	
<p>Reports- Select this to run reports against eDocket data.</p> <div data-bbox="191 583 496 867"> <div>Reports</div>  <p>Run reports on Pending Matters, Decisions, New Applications, and Filings.</p> </div>	<p>Selecting Reports will allow you to run a list of reports we have available that finds all the records based on the parameters entered. A pdf report file is returned that you can open and view.</p>
<p>FAQ- Select this for help and information.</p> <div data-bbox="191 942 496 1224"> <div>FAQ</div>  <p>Find help on frequently asked questions and the rate case process here.</p> </div>	<p>This provides three types of information:</p> <ol style="list-style-type: none"> 1. General frequently asked questions about eDocket and filing for cases. 2. Document related questions on specific documents filed related to cases. 3. A step by step description of the flow of rate cases through the Commission.
<p>Subscription to RSS Feeds</p> <p>Subscription Service</p> <p>Subscribe to newly created dockets.</p> <p> ACC: eDocket Listing of Recently Created Docket Feeds</p> <p>View latest updates to Dockets in the last 60 days. Docket Updates</p>	<p>Allows for RSS subscription to all new eDocket cases that are created, as well as their updates, such as when document filings occur.</p> <p>Individual cases can also be subscribed to.</p> <p>You must have a browser with RSS feed capability set up to use this feature.</p>
<p>Feedback</p> <p>Getting Help</p> <p>To obtain help or provide feedback concerning eDocket, please use the button below</p> <p>Feedback</p>	<p>If you are in need of assistance in using eDocket or find a problem, you can send us that feedback through this button.</p>

Functional Screen Elements

Functional screen elements are objects you select via a computer mouse click or a touch-screen finger press to cause an action. The following table provides you with examples and brief explanations of the functional elements you will see in the various eDocket screens.

Bread-crumbs menu	<p>Right under the menu bar, you will always see your page navigation “breadcrumbs” or trail. You can go back to a previous page by selecting any step within this trail.</p>  <p>The example above shows a trail of having gone to the Search Page, Docket Search, and then selected to view Docket Details. To return to the search results, select “Docket Search”. To go to the home page, select “Home”.</p>
Drop-down selection fields	<p>On search and report screens you will see drop down text fields.</p>  <p>In each one, you can type in your entry or use the drop-down arrow to select an item from the list.</p> <p>To clear a selection in a drop down field, select the “X”</p> 

Text fields	<p>In a text field, directly type into the field.</p> 
Date Entry fields	<p>Search and report screens will often have fields for date entry.</p> <p>Start Date</p>  <p>When you place the cursor in these fields, a Date picker will appear. You can either type in the date, or else select it from the calendar displayed.</p> 
Reset	 <p>Reset appears on search screens. If you select reset, ALL your fields entered so far will be cleared and you can start over.</p>
Top of Page icon	 <p>At the bottom right of the screen, when there is a lengthy display of information that you have scrolled down in, there is a top of page icon. Press it and you will be returned to the top of the page.</p>

SEARCH METHODS

1) Select the Search option from the home screen. The search screen will appear.

DOCKET SEARCH

Overview: Locate dockets for a particular company (or individual).

Following is a step-by-step description to help facilitate navigation of this screen:

Home > Search > Docket Search

Docket Search

The screenshot shows a web form titled "Docket Search". At the top, there is a label "Company or DBA Name:" followed by a text input field containing "Select Company or DBA Name" and a dropdown arrow. Below this is a "Docket Number" label and a text input field with the placeholder "X-XXXXXX-NN-NNNN". Further down, there are two side-by-side text input fields labeled "Year" and "Matter". Below these are three dropdown menus labeled "Docket Type", "Case Type", and "Current Status", each with the placeholder "-- Please Select One --". At the bottom, there are two more text input fields labeled "Date Starting From" and "Date Ending". At the very bottom of the form are two buttons: a green "Search" button and a red "Reset" button.

1) In the "Company or DBA Name" field enter the company name or their "Doing Business As" name in the text window or select it using the drop down feature. A list of company names that match what you are typing will appear.

Or,

2). Enter the Docket number to find a specific docket.

And/Or,

3). Enter the Year (YYYY) to restrict to a specific docket year, such as 2014

4). If you know the matter number, you can also type it in to get a very specific docket, in combination with the Year.

And/Or,

5). In the "Docket Type" field use the drop-down list box to select a specific docket type, such as all "Water" utility dockets.

And/Or,

6). In the "Case Type" field use the drop-down list box to select this a specific case type.

And/Or,

7). In the "Current Status" field use the drop-down list box to select cases in a specific status, such as "open".



And/Or,

8). To restrict the search to a specific date range, use the "Date Starting From" and "Date Ending" fields to select a day/month/year.



Then,

9). Select "Search". The results will be a listing of all dockets for the specific company that matches your search.

10). To clear all fields you entered and search again, press the "Reset" button.

11). Once results are returned from a search, you can select the Docket details icon  and view all the detailed information behind that docket. You can select the RSS feed icon  if you wish to subscribe to a news feed for that docket.

Docket Results: 1 record(s) found

Docket Number	Filed	Company Name	Type	Description	Details	Subscribe
E-00000P-08-0570	11/6/2008	ACC - Legal Division	Generic	In the matter of the Commission's gathering information on Devers-Palo Verde 2 Electirc Transmission Line.		

12). When Details is selected, you will see tabs for Docket, Documents, Decisions, Case Schedule, Staff Assigned, Service List, and Linked Dockets. Select any tab heading to view.

Docket Details

E-00000P-08-0570

Docket	Documents	Decisions	Case Schedule	Staff Assigned	Service List	Linked Dockets
--------	-----------	-----------	---------------	----------------	--------------	----------------

DOCUMENT SEARCH

Overview: Locate documents for docket cases by specifying one or more criteria.

Following is a step-by-step description to help facilitate navigation of this screen:

1) In the "Docket Number" field, enter the entire docket number (if known).

And/Or,

2). Enter the Year (YYYY) to restrict to a specific docket year, such as 2014

3). If you know the matter number, you can also type it in to get a very specific docket, in combination with the Year.

And/Or,

4). In the "Document Code" field, select a Document Code to restrict the search to a specific type of document.

5). In the "Sub Code" field select a Sub Code if you wish to restrict the document type even more. If you selected a Document Code, the "Sub Code" field will filter to sub codes valid for that Document Code.

And/Or,

6) In the "Company or DBA Name" field enter the company name or their "Doing Business As" name in the text window or select it using the drop down feature. A list of company names that match what you are typing will appear.

And/Or,

7). In the "Filed By" field, select the name of the person or business entity who filed the Docket document(s).

And/Or,

8). In the "Filed For" field, select the name of the person or business entity for whom the document filing was made.

And/Or,

9). In the "Bar Code" field enter the Bar Code # on the document you are searching for.

And/Or,

10). In the "Decision Number" field enter the decision number document filing you are looking for.

And/Or,

11). To restrict the search to a specific date range, use the "Date Starting From" and "Date Ending" fields to select a day/month/year.

Then,

12). Select "Search". The results will be a listing of all dockets for the specific company that matches your search.

13). To clear all fields you entered and search again, press the "Reset" button.

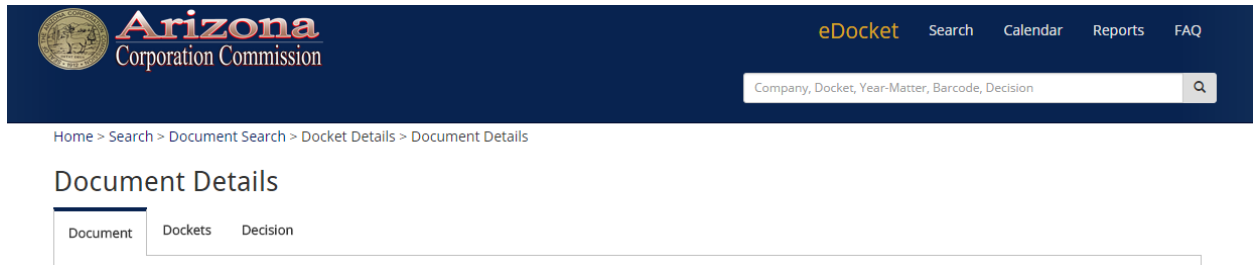
14). Once results are returned from a search, you can select the Document details icon



and view all the detailed information behind that docket. You can select the PDF icon to open up a PDF file of the document.



12). When Document Details is selected, you will see tabs for Documents, Dockets, and Decision. Select any tab heading to view.



EVENT DETAIL SEARCH

Overview: Locate the date, time and location of various events scheduled. Hearing, Open Meeting, and Due Events are published by the Commission.

Following is a step-by-step description to help facilitate navigation of this screen:

1) In the “Event Type” field select the type of Event.


And/Or,

2). To restrict the search to a specific date range, use the “Date Starting From” and “Date Ending” fields to select a day/month/year.

Then,

4). Select “Search”. The results will be a listing of all dockets for the specific company that matches your search.

5). To clear all fields you entered and search again, press the “Reset” button.

6). Once results are returned from a search, you can select the Details icon  and view all the Docket Details behind that event.

CALENDAR

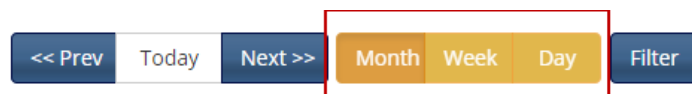
1) Select the Calendar option from the home screen. The Calendar screen will appear.

VIEW CALENDAR EVENTS

Overview: Locate the date, time and location of various events scheduled through a calendar view. Hearing, Open Meeting, and Due Events are published by the Commission.

Following is a step-by-step description to help facilitate navigation of this screen:

The calendar defaults to a monthly view, but can be switched to Week or Day using the buttons shown. Once you are in a view, you can use the "Prev" and "Next" buttons to move from one month, week, or day to the next.



- 1) The calendar defaults to highlighting the current day (in green). You can view the events for that day by selecting the day.
- 2) A list of events for that day will appear.

[Home](#) > Calendar

Choose the Filter button on the right to display specific event types



October 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
Week 40			6 1 2	1 1 2	1 1 1 1 1	
<div>10/3/2014<ul style="list-style-type: none">Due - Decision - Mount Tipton Water Co., Inc.Due - Direct Testimony - Epcor Water Arizona Inc.Due - Witness List - Catharon Software Corporation, a Delaware corporationDue - Customer Notice - Epcor Water Arizona Inc.Due - Notice of Hearing (Publication Required) - Epcor Water Arizona Inc.</div>						
5	6	7	8	9	10	11
1	10 15 1 2	1	1 1	2 2	1 1 1 1	

- 3) Select one of them and in a pop-up window, details of the event will appear. Select the Docket Details icon to see more details, or close the window to continue viewing other events.

Event Item

Subject:

Due - Notice of Hearing (Publication Required)

Location

N/A

Start Date

10/3/2014 - 4:00 pm

End Date

10/3/2014 - 5:00 pm

Completed Date

N/A

Reason Updated

N/A

Notes

Docket Details

Close

And/Or,

4). Select the Week Button and switch to viewing one week at a time. Select one of the events and the pop-up window with the details will appear.

Home > Calendar

Choose the Filter button on the right to display specific event types

<< Prev
 Today
 Next >>
 Month
 Week
 Day
 Filter

Week of September 28, 2014

Sunday 28 Sep	Monday 29 Sep	Tuesday 30 Sep	Wednesday 1 Oct	Thursday 2 Oct	Friday 3 Oct	Saturday 4 Oct
	Due - Decision - Red ...	Due - Rehearing App...	Due - Decision - Bro...	Due - Decision - dish...	Due - Decision - Mo...	
	Due - Exceptions - S...	Due - Rehearing App...	Due - Decision - Glo...	Hearing - Union Paci...	Due - Notice of Hear...	
	Due - Decision - Bud...	Due - Rehearing App...	Due - Decision - tw t...	Procedural Confere...	Due - Witness List - ...	
	Due - Decision - Fro...	Due - Rehearing App...	Due - Decision - Lev...	Procedural Confere...	Due - Direct Testimo...	
	Due - Decision - NOS...	Due - Rehearing App...	Due - Decision - Glo...		Due - Customer Noti...	
	Due - Decision - Fro...	Due - Rehearing App...	Due - Decision - Wilt...			
	Due - Decision - Fro...	Due - Rehearing App...	Hearing - Abra Wate...			
	Due - Decision - Fra...	Due - Rehearing App...	Due - Intervention - ...			
	Due - Witness List - ...	Due - Rehearing App...	Due - Intervention - ...			

And/Or,

5). Select the Week Button and switch to viewing one week at a time. Select one of the events and the pop-up window with the details will appear.

CALENDAR FILTERING

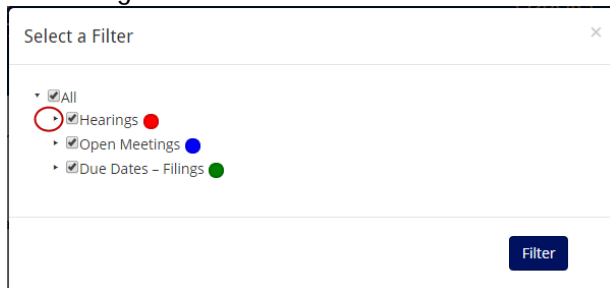
Overview: There are many Events on the Calendar. To make it easier to find what you are looking for, you can choose which Events to display.

Following is a step-by-step description to filter events:

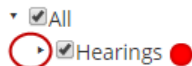
- 1) Select the "Filter" button on the Calendar screen.



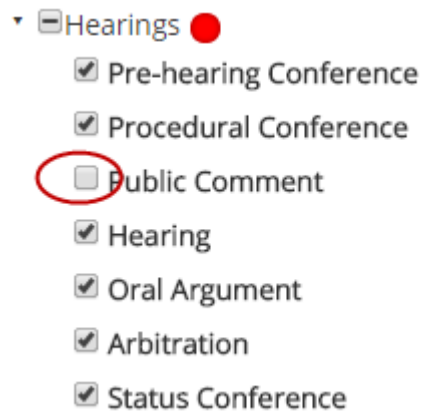
You will see All, Hearings, Open Meetings, and Due-Date Filings. These last three are the categories of events.



- 2) In the pop-up window, to see specific events under the three categories, expand the carrot to the left of the category name.



- 3) In the pop-up window, uncheck a category if you wish to remove the entire category from the display.
- 4) In the pop-up window, uncheck or check specific items under an expanded category that you wish to remove/include in the calendar display.



- 5) Press the "Filter" button to return to the Calendar screen with the filter choices you made.



REPORTS

1) Select the Reports option from the home screen. The Reports screen will appear.

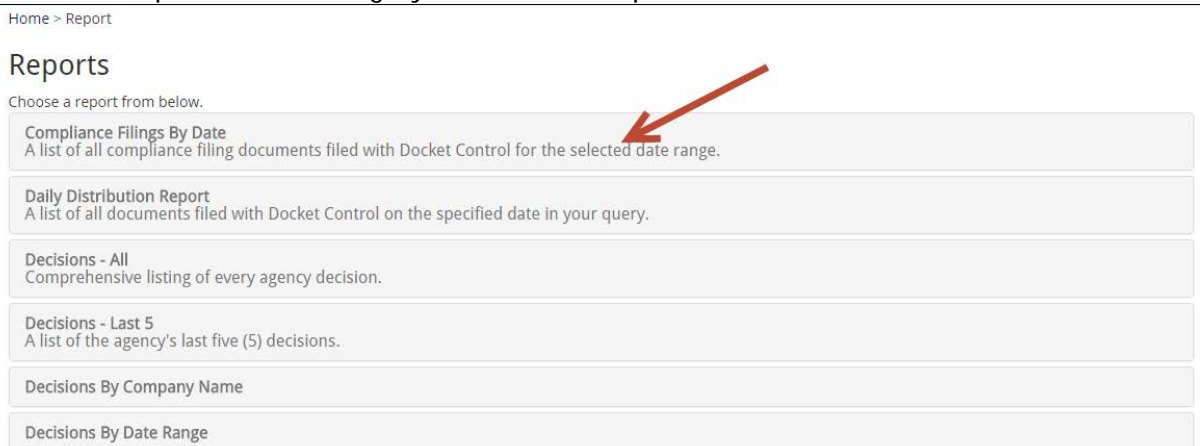
RUNNING A REPORT

Overview: There are many Reports available. Reports should be used when you need to view more eDocket data than a search would provide or wish to have the results in a document. Report data is returned in a PDF document.

There are two types of reports that can run, ones without any filters that bring back very specific data, and those where report criteria is entered to narrow the results returned on the report. The most common criteria are date fields.

Following is a step-by-step description to help facilitate navigation of this screen's reports:

1). To run a report, select the gray bar with the report name.



2). The report will expand. Depending on the report selected, there may be criteria to enter or select, or there may just be a "Run this Report" button when there are no criteria to enter.

A report with no criteria:



A report with criteria:

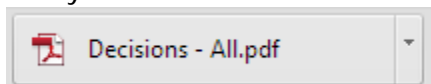
Daily Distribution Report
A list of all documents filed with Docket Control on the specified date in your query.

Filing Date

Run this Report

3). Select the report criteria, such as Start and End Date, if needed, and then select the “Run this Report” button.

4). At the bottom left of your screen, you may see a message that your report is loading, and then you will see a PDF file.



5). Click on this file, and the report will open in a new window.

FAQ

1) Select the FAQ option from the home screen. The FAQ screen will appear.

DISPLAYING FAQ INFORMATION

Overview: The Frequently Asked Questions screen is for help on frequently asked questions about Docket cases, documents, and the rate case process.

Following is a step-by-step description to help facilitate navigation of this screen:

- 1) Select any of the three categories of FAQ by selecting either the arrows or the blue category bars.

Home > FAQ

Frequently Asked Questions

Select one of the categories below for help topics.



- 2) Once a category is selected, the list of questions or process steps will display.

Frequently Asked Questions

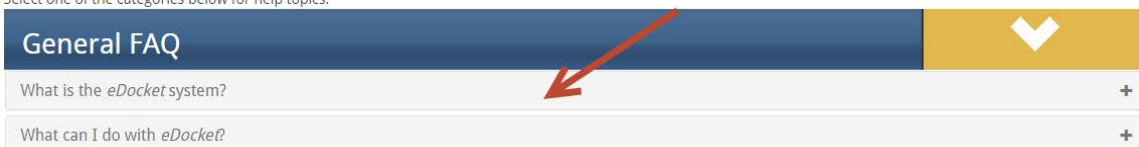
Select one of the categories below for help topics.



- 3) Select a question/step title to expand it.

Frequently Asked Questions

Select one of the categories below for help topics.



- 4) Once expanded, the display will show a "-" sign and the answer will display.

Frequently Asked Questions

Select one of the categories below for help topics.

General FAQ	▼
What is the <i>eDocket</i> system?	–
<i>eDocket</i> is an electronic docket information management system accessible via the web.	
What can I do with <i>eDocket</i> ?	+

- 5) Select the title again to close the answer display.
- 6) Select another question, as desired.

RSS FEEDS

RSS (Rich Site Summary) Feeds are a way of getting news updates through your browser and/or Outlook from our eDocket web application. There are three methods in which to get RSS feeds: through your Favorites bar on your browser, by enabling the RSS mail folder in your mail application, or by use of a RSS News Reader. Each browser allows different functionality and you may need to add an extension to your browser in order to get feeds to work in it.

Once you have your feeds method functioning, you will be able to subscribe to our feeds.



SINGLE DOCKET FEEDS

Overview: Subscribing to a docket automatically informs the subscriber of docket status changes, new document filings, and the scheduling of events against that docket. Depending on how you read feeds, you will view them through email, the Favorite bar on your browser, or a RSS reader.

Following is a step-by-step description to help facilitate navigation of this screen:

- 1) Whenever you see an RSS icon in a docket display from our Search functionality, you can select it and subscribe.

Docket Results: 1 record(s) found

Docket Number	Filed	Company Name	Type	Description	Details	Subscribe
E-00000P-08-0570	11/6/2008	ACC - Legal Division	Generic	In the matter of the Commission's gathering information on Devers-Palo Verde 2 Electirc Transmission Line.		

- 2) To successfully subscribe, you will see the following appear with all the last two month of updates showing. If you don't, then your browser is not set up to receive RSS feeds.

T-03865A-14-0357 - CTI Long Distance, Inc. - 10/1/2014

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

[Subscribe to this feed](#)

Document Added

Wednesday, October 01, 2014, 11:12:00 AM

The following document was added to this docket:

Doc Type: Application - Deletion of a CC&N
Filed By: Morley Worth
Filed Date: 10/1/2014
Barcode: 0000154095

[View PDF...](#)

Event Scheduled

Wednesday, October 01, 2014, 11:09:00 AM

The following item was added to the case schedule for this docket:

Type: Due - Sufficiency
Location: N/A
Date: 10/01/2014
Time: 8:00 AM

Docket Added

Wednesday, October 01, 2014, 11:09:00 AM

Docket established:

Docket: T-03865A-14-0357
Company/DBA: CTI Long Distance, Inc. /
Case Type: Sale of Assets / Cancel CC&N
Filed Date: 10/1/2014
Status: Open
Description: In the matter of the application of CTI Long Distance, Inc. to discontinue long distance service in Arizona

Based on this filing, the following calendar items for this case were affected and/or added:

Due - Sufficiency: Monday, January 01, 0001

Displaying 3 / 3


All 3

Sort by:
Date
Title

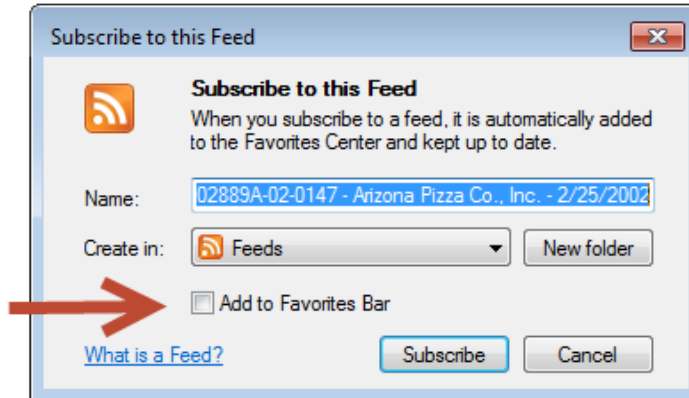
- 3) To subscribe, you must select the link "Subscribe to this feed"

T-03865A-14-0357 - CTI Long Distance, Inc. - 10/1/2014

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

- 4) Depending on your browser, a dialog box similar to the below will appear and you can choose a feed receipt method available with that browser. In the example below, the feeds can be added to the browser favorites bar if that option is checked.



VIEW UPDATES

Overview: As a courtesy to those who may not have RSS feed capability working in their browser, a page where updates can be viewed on cases open in the last 60 days is provided on the main page.

- 1) Select the link "Docket Updates"

 [ACC: eDocket Listing of Recently Created Docket Feeds](#)

[View latest updates to Dockets in the last 60 days.](#)

 [Docket Updates](#)


- 2) A list of Dockets is displayed
- 3) Select the Updates icon to view all updates that have occurred on the docket chosen.

CONTINUAL NEW DOCKET FEED

Overview: For those with an interest in getting updates on every new docket as it is created, there is an option to subscribe to this feed. Subscribing to a docket automatically informs the subscriber of docket status changes, new document filings, and the scheduling of events against that docket. Depending on how you read feeds, you will view them through email, the Favorite bar on your browser, or a RSS reader.

- 1) Select the link "ACC: eDocket Listing of Recently Created Docket Feeds"


ACC: eDocket Listing of Recently Created Docket Feeds

 View latest updates to Dockets in the last 60 days.
Docket Updates

- 2) To successfully subscribe, you will see the following appear with all the last two month of updates showing. If you don't, then your browser is not set up to receive RSS feeds.

ACC: eDocket Listing of Recently Created Docket Feeds

You are viewing a feed that contains frequently updated content. When you subscribe to a feed, it is added to the Common Feed List. Updated information from the feed is automatically downloaded to your computer and can be viewed in Internet Explorer and other programs. [Learn more about feeds.](#)

 [Subscribe to this feed](#)

- 3) To subscribe, you must select the link "Subscribe to this feed"
- 4) Depending on your browser, a dialog box similar to the below will appear and you can choose a feed receipt method available with that browser. In the example below, the feeds can be added to the browser favorites bar if that option is checked.

